

ADMINISTRATIVE - INTERNAL USE ONLY

18 FEB 1969

2-69

10 February 1969

OFFICE OF PERSONNEL MEMORANDUM NO. 20-30-1

SUBJECT : Processing Requests for Leave Without Pay

STAT REFERENCES: (a) [ ] Leave  
(b) [ ] Leave  
(c) [ ] 1, Personnel Actions

1. The following responsibilities and procedures are set forth to supplement the policy for processing employee requests for leave without pay.

## 2. RESPONSIBILITIES

a. The component Personnel Officer will complete Form 1152, Request for Personnel Action, on a timely basis to insure that it reaches the Office of Personnel Mailroom, 5 E 13 at least two weeks in advance of the employee's exit-processing date. In emergency situations, the component Personnel Officer may have the employee requesting the LWOP handcarry the completed Form 1152 directly to the Employee Assignment Branch, Placement Division, Room 5 E 47 for authentication by a Placement Officer.

b. Component Personnel Officers are responsible for insuring that a memorandum citing the reason for the LWOP, signed by the employee, is attached to the Form 1152. "Personal reasons" will not be considered a valid reason. A doctor's certificate should be attached to the 1152 when the request is based on medical reasons.

c. EAB Placement Officers are responsible for reviewing the Form 1152 to make certain that the reason cited is in accordance

STAT [ ]  
STAT d. The Personal Affairs Branch, Benefits and Services Division, is responsible for the exit-processing of employees in accordance [ ] PAB will not exit-process an employee for LWOP without a Form 1152 which has been signed by an EAB Placement Officer.

[ ]  
STAT  
Robert S. Wattles  
Director of Personnel

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